

# SafeCare Live – Manage Attendance in a Unit (1 of 2)

## The Unit List

If a HealthRoster administrator enables attendance monitoring for a unit, use SafeCare Live to monitor and update the attendance of people in that unit.

### Monitor Attendance

1. If the unit view is not open, tap the icon at the top of the screen to go to the unit view.



2. In the unit list, tap the shift you want.



The **Rostered Staff** panel displays the attendance of the people on that shift.

Rostered Staff — Night					
INCLUDE IN SAFECARE CALCULATION					
Check	Name	Is change	Time off	Grade	Bank / Agency
<input checked="" type="checkbox"/>	Anne Karlsson			Band 5 RN	>
<input checked="" type="checkbox"/>	Yuki Svensson			Band 5 RN	>
<input checked="" type="checkbox"/>	Nagwana Nissem			Band 3 HCA	>

Icons	Value	Description
✓	<b>Expected</b>	The employee is due to start the duty. This is the default value. The SafeCare calculation includes duties with this state.

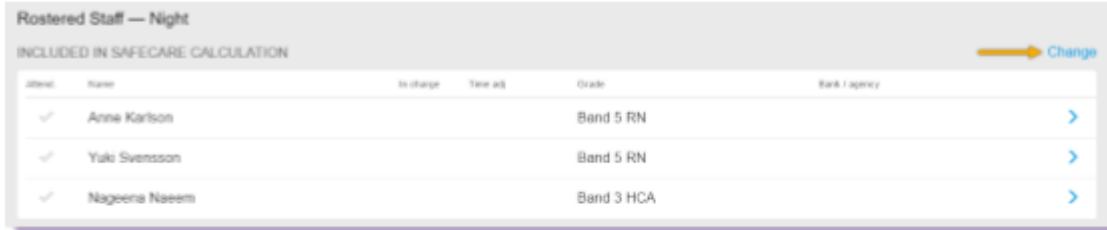
Icons	Value	Description
✓	<b>Attended</b>	The employee has started the duty. The SafeCare calculation includes duties with this value.
?	<b>Unknown</b>	The employee has not started the duty, and you do not know why. The SafeCare calculation does not include duties with this value.

## Update Attendance

Update the attendance of the people in a unit whenever someone arrives for work, or does not arrive on time.

# SafeCare Live – Manage Attendance in a Unit (1 of 2)

1. In the unit view, scroll down to the **Rostered Staff** panel, then tap **Change**.

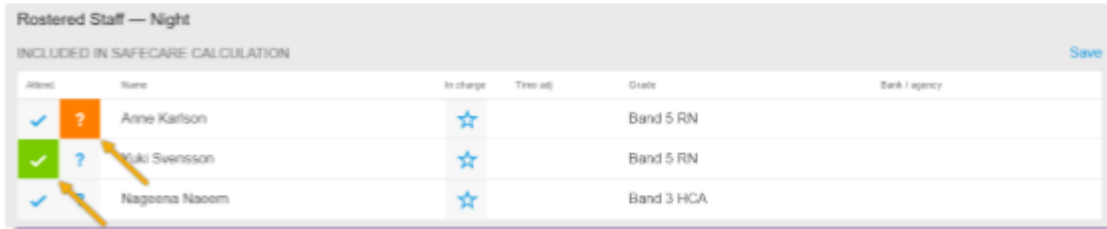


Rostered Staff — Night

INCLUDED IN SAFECARE CALCULATION → Change

Attend.	Name	In charge	Time all	Grade	Bank / agency
✓	Anne Karlson			Band 5 RN	
✓	Yuki Svensson			Band 5 RN	
✓	Nageena Naem			Band 3 HCA	

2. In the **Attend.** column, tick people who have arrived for work and put a question mark next to those who have not, like a school register.

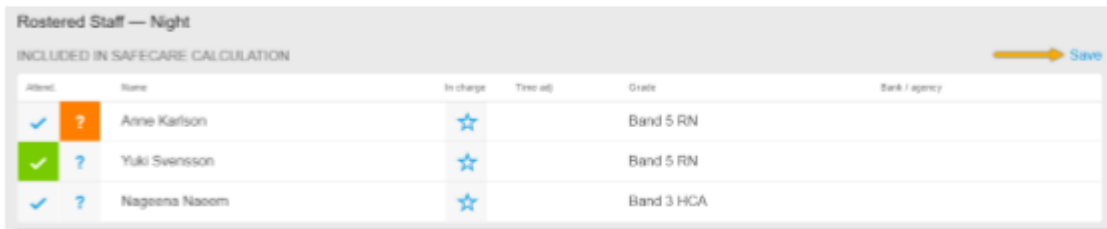


Rostered Staff — Night

INCLUDED IN SAFECARE CALCULATION Save

Attend.	Name	In charge	Time all	Grade	Bank / agency
✓ ?	Anne Karlson	☆		Band 5 RN	
✓ ?	Yuki Svensson	☆		Band 5 RN	
✓ ?	Nageena Naem	☆		Band 3 HCA	

Tap **Save**.



Rostered Staff — Night

INCLUDED IN SAFECARE CALCULATION → Save

Attend.	Name	In charge	Time all	Grade	Bank / agency
✓ ?	Anne Karlson	☆		Band 5 RN	
✓ ?	Yuki Svensson	☆		Band 5 RN	
✓ ?	Nageena Naem	☆		Band 3 HCA	